

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Agency Name] and for taking the time to speak with us regarding your qualifications.

After a careful review of your application and the specific requirements of this role, we are unable to move forward with your candidacy at this time. This decision is based on a fundamental incompatibility between the position's operational requirements and your request for a fully remote work arrangement.

As discussed during the recruitment process, this role is designated as [In-Person / Hybrid] due to the following agency standards:

- Required access to secure, on-site systems and hardware.
- Mandatory in-person collaboration and team supervision.
- On-site client engagement and service delivery requirements.

While we appreciate your professional background, we must adhere to these standard workplace protocols to ensure operational efficiency and agency compliance.

We wish you the best of luck in your job search and in finding a position that aligns with your desired work environment.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]